



APPLICATION FOR ADMISSIONS

REQUEST FOR TRANSCRIPT

To the Parent/Guardian:

Please complete the following information before giving it to your child's school administrator.

Requesting Transcripts for (Student Name): _____

Present School: _____

Current Grade: _____

I hereby authorize the release of any and all information from my child's cumulative file which is requested by Cottonwood Day School.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

To the School:

The above named student has applied for admission to Cottonwood Day School. Please mail me a copy of his/her cumulative record, including grades and results of standardized achievement tests for the past three years, in addition to first semester grades for the current school year. Any additional information regarding the student would be helpful.

This information is necessary to complete the admissions process. We thank you for your assistance.

Cordially,

Meredith Scully
Director of Cottonwood Day School

info@cottonwooddayschool.org

Non-discrimination Policy: COTTONWOOD DAY SCHOOL admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission/educational policies, financial aid programs, and other school-administered programs.

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